Payment Proofing Messages and Helpful Hints

Payment Batch Edit Report

The Payment Batch Edit Report allows you to review a Payment Batch prior to issuing checks and make any needed corrections. The set of Payments used in this report is all of the Payments in a single Payment Batch. Each Payment in the batch is checked for warnings, based on the user's selection criteria.

Hint: You must have Create Payment Request or Manage Payments function assigned to your role in SSIS Admin to access the Payment Batch Edit Report.

Best Practice: Run this report before submitting a Payment Batch to reduce the need for corrections later.
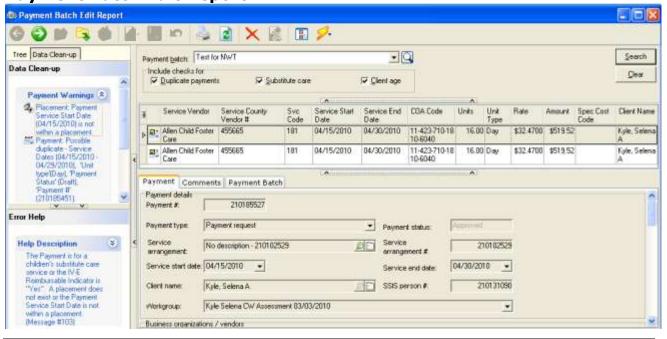
Access the Payment Batch Edit Report:

1. From a batch, access the **Action** menu and select **Payment Batch Edit Report**.
Or
1. From the Task Panel, select **Payment Batch Edit Report** and select a batch.
2. Check the type of warnings to display:
   a. **Duplicate payments** – checks for possible duplicate payments
   b. **Substitute care** – checks for issues related to substitute care services
   c. **Client age** – checks for issues related to the client's age based on the selected service.
3. Click the **Search** button.

Payment Batch Edit Report

Review Warnings:

1. Click on **Payment Warnings** displayed on the left side of the screen.
   a. By clicking on the warning, SSIS brings you to the screen where the warning can be corrected/updated.
2. Below the message the **Error Help** displays specific reasons why the proofing message displays.
3. Review and make changes if necessary.
4. Click the **Back** button on the Tree View toolbar to return to the Payment Batch Edit Report and select the next Payment in the grid.
5. Once all proofing messages are reviewed, close the Payment Batch Edit Report by selecting the **X** in the upper right hand corner. This returns you to the Payment Batch.

Hint: To access the Payment Batch Edit Report, the user must have either the Create Payment Request or the Manage Payments security function.
The owner of the batch is the only person who can edit a payment in the batch.

- *The Manage Payments security function must be assigned to your role in SSIS Admin to change the owner of a batch.*

Reference: Section 8.12.6 in the Payments Design Spec. for specific proofing messages.